

ePlan User Access Form for Charter Schools

Tennessee's Electronic Planning and Grants Management System

Instructions: Fill out user information, check role(s), obtain required signatures, and email to: ePlan.Help@tn.gov.
Copy all users who sign the form when submitting. Be clear on your form for which Charter Schools the role(s) are requested. If there is more than one charter, include the name and ID for each one.

User's Name: _____

ePlan User ID Email: _____ **Phone:** _____

Charter Name: *Example Charter Academy* **ID:** * *123-1234*

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

Charter Name: _____ **ID:** * _____

*** Please include the three-digit District ID Number in front of the Charter School ID Number**
Charter ID numbers can be found at <https://k-12.education.tn.gov/sde/>

Funding Application (App) and/or Grant Director Roles	
	CCLC/LEAPS: <i>edit & submit app.</i>
	Continuous Learning Plan Update: <i>edit plan</i>
	Continuous Learning Plan Director: <i>edit & submit plan.</i>
	Charter Schools Facilities: <i>edit & submit app.</i>
	Charter Schools: <i>edit & submit Charter School Grant & Charter Dissemination Grant.</i>
	LEA Reopening and Programmatic Supports Director: <i>edit and submit app.</i>
	GEER: <i>edit & submit app.</i>
	Remote Learning: <i>edit & submit app.</i>

Fiscal, View, & Approve Roles	
	Data View Only: <i>view all ePlan components, but not edit</i>
	Fiscal Update* (Bookkeeper): <i>request reimbursements from any funding app (CFO approval required for this role)</i>
	Fiscal Representative (CFO/Finance Director): <i>fiscal approve funding app.; submit state funds app.</i>
	Authorized Representative: <i>final approve any funding app. & monitoring document (Only Director of Schools, Executive Director, or Founder may have this role)</i>
Other Roles	
	Other: _____

If replacing another user, provide name(s) of previous user(s). _____

☐ Remove all access ☐ Remove access selected above *only*.

New User Signature

Supervisor's Signature

New User Title

Supervisor's Title

Date

Date

CFO Signature *Required for Fiscal Update users

Director of Schools, Executive Director, or Founder Signature

Note: In order to complete a funding application each charter must have users with the respective Application Director role, Fiscal Representative role, and Authorized Representative role.